

REHABILITATION ACTIVITIES
Project Packet
Commercial Rehabilitation, Housing Rehabilitation,
Other Housing

Participating Municipalities: _____

☐ **Regional Activity** (check here)

1. Name of Project: _____
(If proposing more than one project, please complete a project packet for each proposed project.)

2. Eligible Activity:

(Select one from the following project categories and indicate the appropriate components.)

Commercial Rehabilitation

☐ Signs ☐ Facades
☐ Other: _____

Housing Rehabilitation

☐ Housing Rehabilitation ☐ Other Housing
☐ Other: _____

Projects/programs must be consistent with the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. DHCD staff will review for compliance. Ineligible activities will not be scored. (See Appendix A and pages 3-6 of the Application Guidance section for Eligibility guidance)

3. National Objective: (select one)

☐ Benefit to low- and moderate-income persons. For this national objective, indicate whether the beneficiaries are based upon:

☐ Low- Moderate-Income Housing (LMH) or,

Estimate the number of low- and moderate-income households to benefit from the Project and provide:

Total number of beneficiaries _____
Total Low/Mod beneficiaries _____
Percentage of L/M beneficiaries _____%

☐ Elimination of slums or blighting conditions: Area ☐ (SBA) **or**
Spot ☐ (SBS)

For area-wide blight:

Percentage of deteriorated buildings/qualified properties _____%

In what year did DHCD designate the area? _____

Describe in detail how your project will meet a national objective and how it will be documented. (See page 18 of the Application Guidance section for National Objective guidance.)

Threshold Requirements

4. Demonstrate project consistency with the applicant's Community Development Strategy. Describe how the proposed project is consistent with the Community Development Strategy included in this application. (See page 23 of the Application Guidance section and pages 5 and 6 of the One Year Action Plan for Community Development Strategy Consistency guidance.)

5. Demonstrate project consistency with the Sustainable Development principles. (See page 23 of the Application Guidance section and page 5 and Exhibits 5 and 6 of the One Year Action Plan for Consistency with the Sustainable Development Principles guidance.)

6. Project Description: Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional and joint applicants list, the amount of funds allocated per community for the project(s).

Maximum amount of CDBG dollars per unit: \$_____

7. Units to be rehabilitated: **Number** **# affordable units**

Commercial Rehab

Number of Buildings:	_____	Number of Businesses	_____
Number of Signs:	_____	Other:	_____
Number of Facades:	_____		

Housing Rehab

Approximate number of rental units:	_____	_____
Approximate number of owner units:	_____	_____
Total units:	_____	_____

8. Types of housing units to be assisted:

single-family	yes _	no _
multi-unit	yes _	no _
owner-occupied	yes _	no _
investor owned	yes _	no _

9. Types of assistance to be provided:

(Number)

Loans _____
Grants _____

For Loans: (Interest rate) (Amortized period) (mos.) (Amount)

Amortized Loan _____%

Deferred payment/ _____

Forgivable Loan _____%

10. Location/address of Project: _____

Project location Census tract/Block group: _____

Location (by streets) of Project: _____

If applicable, define boundaries of target area by street name(s), delineation of area surveyed for national objective compliance:

11. Project Budget Information:

CDBG project cost: \$ _____

CDBG delivery cost: \$ _____

Total CDBG cost: \$ _____

Other Project funds (if applicable): \$ _____

Total Project Cost: \$ _____

Cite Sources of Other Project Funds: _____

Total assessed value of each building to be modified¹: _____

Detailed Budget Requirements (This information will be used to confirm overall project feasibility.)

1. Demonstrate Cost Reasonableness

- a. Provide a detailed cost estimate, signed by the preparer. (Include an inflation factor to reflect the cost of construction at the time of project implementation, as outlined in your project timeline.)

¹ If construction costs exceed 30% of the assessed value of the building, the entire building may be required to be made fully accessible with non CDBG funds.

- b. Explain the process used to review the accuracy of the cost estimate.
 - c. Explain the qualifications of the person who prepared the cost estimate.
- 2. Submit a detailed line item budget including a trade item breakdown and soft costs. Provide an explanation of sources and uses for all funding.
- 3. Submit an operating and maintenance plan including funds required and source of funding.
- 4. Complete the Contingency Plan statement/form on page 27 of Required Forms, Certifications and Attachments.

Project Budget: COMMERCIAL REHABILITATION											
By funding source, please fill in the appropriate line items below. Then total each column and row.											
	Estimated Cost per Project \$	CDBG \$	Section 108 \$	HOME \$	ESG \$	HOPWA \$	Other Federal \$	State/Local \$	Private \$	Other \$	TOTAL \$
Budget for loans/ grants											
Architect/Design											
Other (Identify):											
Delivery costs ²											
Project Totals ³											

² Delivery costs are costs to deliver project services, such as specifications developed by the rehabilitation specialist. Delivery costs are not considered general administrative costs.

³ Project total for budget form will equal the Budget Summary Sheet.

Project Budget: HOUSING REHABILITATION

By funding source, please fill in the appropriate line items below. Then total each column and row.

	Estimated Cost per Project \$	CDBG \$	Section 108 \$	HOME \$	ESG \$	HOPWA \$	Other Federal \$	State/Local \$	Private \$	Other \$	TOTAL \$
Loans/ grants ⁴											
Project Delivery costs ⁵											
Project Totals ⁶											

⁴ Budget should include temporary relocation, if applicable.

⁵ Project delivery costs are costs to deliver project services, such as the site inspections done by the housing rehabilitation specialist. Project delivery costs are not considered general administrative costs.

⁶ Project total for budget form will equal the Budget Summary Sheet.

COMPETITIVE QUESTIONS

(Please address these questions in no more than six pages, plus attachments.)

1. Project Need - 18 Points

What is the need for the proposed project/program?

Define the need or problem to be addressed. Provide evidence of the severity of the need or problem. Who is the affected population and why is this population presently underserved or not served? Or, identify and describe the affected area and why this area in particular is adversely affected?

The need for the project will be evaluated upon the extent to which the response demonstrates the severity of need through surveys, census data, characteristics and current needs of the target area/properties and target population, such as renter and owner economic characteristics, architectural and engineering studies, condition of housing stock reports, windshield surveys, code violations, foreclosure rates, and board of health citations. Applicable photographs must be included in the appendix.

2. Community Involvement and Support - 12 Points

Were the community and/or potential beneficiaries' involved?

Demonstrate the involvement of the community and/or potential beneficiaries' in the identification, planning and development of the proposed project beyond the required public participation process. Provide evidence of public forums or meetings regarding the project and attendance records, press coverage or meeting minutes that demonstrate support for the project.

- a. Explain how the project is responsive to expressed community interest, i.e. what process was used to select this particular project.
- b. Demonstrate the outreach efforts made by the town/city to involve the community. Include evidence: notices, newspaper articles...
- c. Demonstrate how the potential beneficiaries and the community at-large were involved in the planning and development of the proposed project beyond the required public participation process. Include evidence: phone inquiries, letters, petitions, newspaper articles or letters to the editor, establishment of an advisory committee...
- d. Define the process to be used to maintain involvement of the project beneficiaries in the implementation of the project.

Community Involvement/Support will be evaluated based on the extent to which the community and potential beneficiaries were provided with opportunities for involvement, demonstrated involvement and resulting support for the project, and will have access to ongoing opportunities for involvement.

3. Project Feasibility - 20 Points

Why is the proposed project/program feasible?

Demonstrate that the activity proposed is feasible by providing the following:

1. Describe and document demand for the project/program through surveys, inquiries, waiting lists (do not provide specific names), and past participation.
2. Describe and document the marketing strategy, participant selection process, rehabilitation standards and eligibility criteria; bidding and contracting processes.
3. Describe and document the forms of financial assistance to be provided (loans, grants, or combination), and how this funding mechanism, as well as the community's anti-speculation and recapture plan, subordination and refinancing policies (including hardship/forgiveness policies), best meets the described needs.
4. Describe and document the availability of matching or other funds needed to complete the project. Do not include in-kind services for town employees who would otherwise be responsible for a grant-related administrative function. In-kind services are accepted only as directly related to the project. (For example, force account labor by the Department of Public Works is acceptable.)
5. Identify the procurement process applicable to the project (if multiple processes are applicable, identify each process)
6. Describe and document the current status of environmental review. Identify all necessary federal, state, and local permits, including state and local environmental permits, and the timeframe for obtaining them. Include the appropriate checklist(s) and response letters from relevant state agencies and/or local commissions.
7. Identify the project milestones, state the duration of time needed for each milestone, and identify when each milestone will be completed.
8. Provide a management plan for the project that identifies the roles and responsibilities of all personnel involved in the project.
9. Citing past accomplishments, document that:
 - the community has the necessary expertise to conduct the activity, or has experience acquiring the expertise, and
 - the timeline for completion is realistic.

Project feasibility will be evaluated on the extent to which the project is capable of proceeding at the time of award, can be effectively managed, and can be physically and financially accomplished within the grant period.

4. Project Impact - 15 Points

What will be the impact of the proposed project/program?

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity? How much of the need will be addressed? Describe how the rehabilitation program will assist the neediest clientele by rehabilitating the most distressed properties and correcting the maximum number of code violations.

For projects benefiting low/moderate income (lmi) households, provide the number of lmi households served by the project as a percentage of the lmi households in the target area. For projects addressing slum and blight, provide the number of buildings, signs and facades or other applicable quantitative measures as a percentage of the blighted conditions in the target area.

Project Impact will be evaluated on the extent to which the response documents that the activity addresses a significant amount of the identified need and that the activity proposed will have measurable improvements/identifiable outcomes that will benefit the intended beneficiaries and/or the target area.